

**General Purpose**

Under general supervision, plan, coordinate and manage human resources records and payroll functions and activities.

**Typical Duties:**

Oversee and monitor the City's payroll processing and updating of the human resource database. Involves: Supervise and coordinate the processing of payroll, including data entry, quality control, printing and distribution of checks and pay advices. Oversee the updating of City-wide system changes. Provide expertise in payroll activities. Identify system and individual pay problems. Develop and implement corrective action. Monitor and assist with answering payroll questions to individuals and departments. Provide payroll information as required for workers' compensation and unemployment claims processing, and represent the City and Department in such hearings.

Manage and coordinate the maintenance and security of personnel files. Involves: Monitor and oversee the control of records. Provide information in response to questions. Research or assign research of problems and questions. Handle complex issues regarding subpoenas and open records requests. Determine the need for additional legal input. Oversee and supervise research conducted on retirement service credit. Certify retirees' service information.

Represent the department and provide technical support, information and guidance on payroll and records issues. Involves: Respond to requests for information on payroll policies and procedures. Assist with the development and monitoring of the division budget. Provide training on payroll system and policies and procedures. Prepare comprehensive documents on special reports and recommendations. Attend meetings to represent the department. Provide technical training sessions on payroll processing policies and procedures. Review and recommend improvement to existing or proposed policies, practices, services, benefits or other related activities. Participate in the setting of goals and priorities for the division and department as required.

Supervise assigned personnel. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

**Knowledge, Skills, and Abilities**

- Considerable knowledge of payroll processing methods and techniques.
- Considerable knowledge of records management.
- Considerable knowledge of local, state and federal laws, rules and regulations governing payroll.
- Good knowledge of payroll and human resource information systems.
- Good knowledge of supervisory techniques.
- Ability to interpret and apply Civil Service rules and regulations governing payroll.
- Ability to conduct research, compile data and analyze complex payroll issues.
- Ability to provide clear and concise oral and written communication to prepare and present reports to management, employees and others.

- Ability to establish and maintain effective working relationships with coworkers, officials, customer departments, regulatory agencies and the general public.

***Other Job Characteristics***

- None.

***Minimum Qualifications***

Education and Experience: Equivalent to a combination of a Bachelor's degree in business or public administration, social/behavioral science, human resource management, computer information systems, liberal arts, or a related field and two (2) years of para-professional administrative experience in payroll processing.

Licenses and Certificates: None.

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Personnel Director

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Department Head

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